Title of Meeting:	Facilitator:	
Purpose/Objectives:	Scribe:	
{Insert Agenda Here}		
Inison Agenda Herej		
	Data	
Attendees:	Date:	
Via Conference call:	Time:	

Action   Responsibility   Assigned   Date During	ACTION ITEMS:			
2. 3. 4. 5.	Action	Responsibility	Date Assigned	Date Due
3. 4. 5.  ISSUES:  Action  Responsibility  Date Assigned  1. 2. 3. 4. 5.	1.			
4. 5.	2.			
5.	3.			
SSUES:	4.			
Action         Responsibility         Date Assigned         Date Due           1.              3.              5.	5.			
Action         Responsibility         Date Assigned         Date Due           1.              3.              5.				
1. 2. 3. 4. 5. 5.	ISSUES:			
2.         3.         4.         5.	Action	Responsibility		Date Due
3.         4.         5.	1.			
4.         5.	2.			
5.	3.			
	4.			
Other Notes:	5.			
Other Notes:				
	Other Notes:			
	N The			
New Arthur				
Next Time	Next Session (Date, Time and Location):			
Next Time  Next Session (Date, Time and Location):				